

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Systems and GIS Administrator

Department: Finance

FLSA Status: Non-exempt

Reports to: Finance Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Under the direction of the Finance Director, performs system design, development, implementation, maintenance and security activities related to the City's network/telephone data/voice network system to include: network servers, hubs, routers, switches, computers and peripheral equipment; identifies long range needs; and provides technical advice and support to users.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Identifies long-range needs and performs systems analysis to ensure integration of all the City's functions involving the City's various network operating/business systems, databases, and personal computers.
- Serves as project lead for technology-related projects including working with vendors and City department personnel; developing and overseeing project budgets; coordinating vendor and City department personnel to accomplish project tasks; participating in or conducting project contract negotiations in conjunction with the Finance Director; administering project related contracts including on-going maintenance contracts; hardware and software installations; assist users in developing systems and/or specifying changes.
- Analyzes the impact of requested services considering factors such as compatibility, conversion, implementation, ongoing costs, and impact to existing systems, equipment and staff; documents recommendations and alternatives. Works with users, IS staff and management to maintain consistency within the overall technical architecture and IT strategic plan; develops structured data and business models; provides business process re-engineering services to City departments.
- Assists with budget preparation and makes recommendations for technology changes.
- Assists in preparing and evaluating requests for proposals and informal procurements related to network or data communications in accordance with City policy, procedures and applicable ordinances.
- Makes decisions under broad guidelines, representing the City's needs to vendors, potential vendors and other agencies during regional projects, conferences and meetings.
- Assists with establishment, maintenance, support and implementation of City-wide policies and technical standards for hardware, software, and data.
- Assists with development and maintenance of procedures, policies, reports, and other written materials. Prepares and delivers presentations, maps, and graphics.
- Maintains software, data, network, remote and physical security of technology infrastructure and operations.
- Oversees administration of software licensing agreements.
- Develops and designs the City's network. Maintains detailed, up-to-date documentation and cataloging of network and system configurations.

- Administers and supports databases to ensure their integrity, reliability, currency, accuracy and security; provide City-wide client/server database programming.
- Provides technical assistance and training.
- Identifies, diagnoses, and responds to system(s) problems and determines appropriate action needed to correct, takes corrective action or contacts vendor as appropriate.
- Maintains and updates information contained in the GIS. Ensures that information is accurate and updates are timely.
- Assigns addresses.
- Expands the functionality of the GIS to support and integrate with other activities such as permit tracking, document management, and other major City systems.
- Coordinates GIS/CAD projects.
- Maintains and administers the City's website, intranet and multi-media communications.
- Recommends and implements backup/disaster recovery procedures.
- Promotes knowledge transfer among Information Services staff.
- Performs other duties as assigned.

Secondary Functions

- Maintains and supports the City phone, VOIP, and voicemail systems.
- Assists with maintaining various online forms.
- Performs routine maintenance.
- Provides assistance to the City Clerk on public disclosure requests dealing with electronic records.
- Serves on and participates in various employee committees.

Job Scope

Position involves frequent new and varied work situations with a high degree of complexity. The incumbent operates independently with minimal supervision and determines own practices and procedures and contributes to the development of new concepts.

Supervisory Responsibility

None.

Interpersonal Contacts

The Systems and GIS Administrator interacts with the City staff on a daily basis and routinely oversees consultants.

Specific Job Skills

Knowledge of:

- Voice and data networks, enterprise and desktop systems.
- Information system diagnostic techniques and procedures.
- Systems analysis and design.
- Virtualization
- Computer languages and tools including but not limited to MS Access, SQL Server, Visual Basic, .NET, web services.
- Relational databases and the ESRI geodatabase format.
- Information Technology Infrastructure Library (ITIL) preferred.

Ability to:

- Manage multiple projects concurrently and maintain project schedules; plan and organize work to complete work within schedules and timelines.
- Accurately analyze and evaluate operations, and develop and implement corrective actions to resolve problems.
- Effectively evaluate changes and new developments in technology, information systems, computer hardware and software.
- Maintain effective work relationships with others.
- Foster collaborative group processes and efficiently use resources.
- Explain complex technical information and procedures verbally and in writing to others lacking technical knowledge.
- Maintain absolute confidentiality of all sensitive files and materials accessed, discussed, or observed while performing duties.
- Work independently from general instructions and broad work expectations.
- Assure the City has a technically sound and efficient computer network.
- Recognize occupational hazards and utilize standard safety procedures.

Mental Activities

Position requires continuous decision making, independent judgment and/or action, ability to speak, read, understand and write English, and performance of basic math; frequent creativity, customer service, use of discretion, and problem analysis; occasional interpersonal skills and teamwork; rare advanced math, negotiation, mentoring, training/supervising and presentations/teaching.

Physical Activities

Position requires frequent walking, sitting, fingering, talking, hearing, and repetitive motions of hands and wrists; occasional standing, stooping, reaching, feeling, handling, and bending; and rare kneeling and climbing. Position requires the ability to push, pull, lift, and carry 25 pounds.

Education and/or Experience

Bachelor's degree in computer science or related field, knowledge and skills in systems analysis and design, AND five years increasingly responsible information systems management experience OR a combination of education, training and experience which provides an equivalent background sufficient to perform the work of the position. Experience operating and maintaining a computer network with at least 50 users is preferred.

Special Requirement

- Successful completion of pre-employment background check.
- Valid Washington Driver's License with satisfactory driving record.

Job Conditions

Work is performed primarily in an office setting with extended periods at the computer. Noise level is moderate. Position requires ability to drive between multiple locations. May occasionally be required to work irregular hours for evening meetings, work needs, and emergency situations.